

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Environmental Health and Safety
Chemical Product Evaluation

BACKGROUND

This procedure establishes an evaluation process for all chemical products before they can be purchased and used by District staff, contractors or volunteers. No chemical product may be purchased or used without approval by OEHS. The list of all products evaluated and associated restrictions on use are listed on the OEHS website under “Chemical Product Review.” Over 6000 products have been reviewed by OEHS.

Only LAUSD staff may request OEHS to conduct an evaluation for the chemical product. The majority of the submissions come from the Facilities Services Division, Procurement, and the schools. Submissions are not accepted from anybody outside the District.

GENERAL REQUIREMENTS

District staff must submit a request for evaluation to OEHS for each chemical product that has not been previously evaluated prior to purchase or use. The “Request for Chemical Product Evaluation” form is available on the OEHS website. The standardized request form must be completed and submitted to OEHS along with an electronic copy of the manufacturer’s Material Safety Data Sheet (MSDS) for each chemical product.

The MSDS must fully disclose all hazardous ingredients. Items listed as trade secret or proprietary can be submitted separately. If the MSDS does not specifically address ingredients listed on California’s Proposition 65, then the District will accept a letter from the manufacturer disclosing that information.

EVALUATION PROCESS

Requests are sent to OEHS electronically and manually integrated into the MSDS database. All new requests are listed on the OEHS website as PENDING REVIEW until final determination has been made for approval or disapproval. All products are placed into a product class, such as adhesives, pesticides, cleaners, etc., so that users may search for multiple approved options on the OEHS website.

When evaluating whether a product will be approved for use many factors are taken into consideration. The intended user is critical to this process. A product that would be approved for a construction worker would likely not be approved for use by students. The physical and chemical characteristics are reviewed as well as toxicity and carcinogenicity. The method of application (sprayed on versus rolled on) may also be considered especially when determining restrictions on use. Restrictions can include

times when the product may not be used such as during school hours when students are potentially present. They may also mandate personal protective equipment such as respirators.

When reviewing the chemical components, particular attention is given to the toxicity and chemical characteristics of the product.

Pesticides require additional scrutiny and a secondary approval process. All ingredients, including the inert or non-hazardous components must be disclosed. The requestor must submit the product label, manufacturer's specification sheet and verification that the product is a registered pesticide by the EPA. Once OEHS has completed the preliminary evaluation, the product is presented to the Integrated Pest Management Committee for consideration. The committee will ultimately vote on whether the product be added to the LAUSD approved pesticide list. All pesticide use is restricted to LAUSD Pest Control Technicians. Contractors may request to use approved pesticide products, but must first obtain authorization from Facilities Pest Management Department.

APPROVAL PROCESS

The results of all evaluations are posted on the OEHS website as "APPROVED" OR "DISAPPROVED." An e-mail notification is sent to the requestor notifying them of the results of the evaluation and any related restrictions. Once a product has been approved the associated MSDS is uploaded into MSDS Online which can be access from the OEHS website.